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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 9680.1

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2008

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Subject: NASA's Management of Grants and Cooperative Agreements

Responsible Office: Office of the Chief Financial Officer

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Chapter 5. Instructions for Recipient Organizations

5.1 Overview

5.1.1 The purpose of this chapter is to set forth the policies to be followed by participating recipient organizations for obtaining advance payments from National Aeronautics and Space Administration (NASA).

5.2 Agency Requirements

5.2.1 NASA will ensure that recipient organizations follow the policies and procedures, of the Department of Health and Human Services' Payment Management System (DHHS/PMS) in obtaining advance payments for Grants and Agreements.

5.2.2 The letter of credit method of financing shall be used by NASA for recipient organizations awarded grants or agreements with advance payment provisions when the recipient organization has demonstrated a willingness to maintain procedures that will minimize the time elapsing between the drawdown of funds and their disbursement.

5.3 Roles and Responsibilities

5.3.1 Agency Chief Financial Officer (CFO) shall ensure that NASA and recipients meet NASA and DHHS-PMS advance payments requirements.

5.3.2 Recipient Organizations shall comply with NASA/DHHS/PMS requirements when submitting requests for advances for grants and agreements with NASA.

5.3.3 Center CFOs and the NASA Shared Services Center (NSSC) shall ensure that each Center:

- a. Charge properly for its recipients' draw-downs.
- b. Reconcile Centers' and DHHS' data.
- c. Distribute PMS reports.
- d. Assist Centers with recipient registration.
- e. Acquire and maintain registered initials.
- f. Coordinate activity between Centers and DHHS.

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